

Management Analyst

Salary Range: 100,231.00 - 130,305.00 USD per year

Open Period: Wednesday, November 17, 2004
to Tuesday, November 23, 2004

Series & Grade: GS-0343-15

Position Information: Full-Time Permanent

Promotion Potential: 15

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered:

Consideration will be given to qualified Career Transition Assistance Program and Interagency Career Transition Assistance Program employees in the local commuting area only.

Job Summary:

The incumbent of this position serves as the Lead Management Analyst and is responsible for leading a team of Management Analysts in formulating and developing strategic plans and special projects for the Office of Management (IG/M), Office of Inspector General (OIG) in the U.S. Agency for International Development (USAID). The position also provides leadership in the coordination and integration of the most important management and administrative initiatives in OIG program areas, and furnishes the IG and the worldwide staff with critical policy advice on highly significant administrative programs, problems and functions.

OIG is an independent organization that is responsible for the audit, investigation and fraud control activities relating to USAID's worldwide programs and operations. The overriding goals of OIG are to support management in the delivery of their developmental programs through its audit and investigative activities, as well as advising management on program risks and the need for the internal controls necessary for promoting effective and efficient program delivery. IG/M, in turn, develops and coordinates OIG administrative policies and procedures, resource planning and management, operational oversight activities and decides most of the policy issues that are associated with these responsibilities. The operational activities for which the Office is responsible include organizational and systems analyses, manpower planning and measurement, Washington and field office administrative policies and operations and related long-range planning responsibilities. The new Strategic Planning and Special Projects Unit, which is headed by the subject position, develops strategic plans and special projects for OIG, provides leadership in the coordination and integration of key management and administrative initiatives in OIG program areas and furnishes the IG and world-wide staff with critical policy advice concerning significant administrative program problems and issues.

Key Requirements:

- U.S. Citizenship
- Time in Grade
- Designated and/or Random Drug Testing required.
- Background and/or Security Investigation required.

Major Duties:

The incumbent will serve as Management Analyst in the Management Office (M) in the Office of Inspector General (OIG). Responsibilities include: Leading team in developing and administering a comprehensive administrative program in support of OIG and OIG/M missions, goals, plans and operations. Oversees work of Management Analysts in such specific areas of accountability as OIG/M budget analysis, semi-annual reporting, human capital analysis, policy and procedure development, business process improvement, internal communications and liaison with other Office program analysts. Personally serves as advisor to senior staff and program managers on strategic and annual planning for OIG. Directs staff in defining OIG Strategic Planning process and in assisting in the development of a comprehensive Strategic Plan that details Office long-term goals that serve as starting point and unifying framework for all OIG planning initiatives. Works closely with AIG/M to ensure that day-to-day activities and annual performance goals of managers and staff are linked to the long-term strategic goals of the organization. Leads team in integrating annual performance plans with OIG budget request, and works with Chief of Budget and Acquisitions Division in the development of financial management policies that cover all aspects of OIG financial resources as they relate to its operational responsibilities. Ensures that the most important strategic issues and goals of OIG have senior leadership visibility and contribute in a significant manner to shaping the direction of key Agency initiatives and in meeting the oversight needs of the Congress. Directs staff in coordinating OIG's management input to the strategic and annual plans, and in the development, coordination and preparation of OIG's semi-annual reports. Leads team in conducting and coordinating organizational, manpower and procedural studies and analyses covering worldwide OIG administrative and management operations. Participates significantly in developing and implementing guidelines and directives that address the administrative and substantive deficiencies identified in the comprehensive studies and analyses.

Qualifications and Evaluation

Qualifications:

All applicants must meet the minimum requirements of the Office of Personnel Management's Qualification Standards Handbook. Please provide sufficient information in your resume to support the qualifications necessary.

Specialized Experience: Possession of one year (or 52 weeks) of specialized experience equivalent to the GS-14 level in the Federal service. Specialized experience is defined as experience in specific areas of budget analysis, semi-annual reporting, human capital analysis, policy and procedure development, business process improvement, and formulating and developing strategic plans and special projects.

You must be a U.S. citizen to qualify for this position.

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

This position requires a Top Secret security clearance.

Time in grade restrictions must be met by the closing date of the announcement.

You must have official Career Transition or Interagency Career Transition Assistance Program status.

How You Will Be Evaluated:

Once your qualifications have been evaluated, your application will be assigned a numeric score.

If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. Those who have special selection priority rights under the Agency Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP) must be well qualified to receive special consideration. CTAP and ICTAP eligibles will be considered well-qualified if they receive a score of 90 or above.

How to Apply

How To Apply:

Applications must be received by the closing date of the announcement.

All applicants, including current USAID and USAID/OIG employees, must submit one of the following application forms:

1. Resume and OF-306, Declaration for Federal Employment
2. OF-612, Optional Application for Federal Employment and OF-306
3. SF-171, Application for Federal Employment

Your application must contain all of the following information or it will be marked incomplete:

Announcement number, title and grade of position;

Full name, date of birth, social security number, complete mailing address, day and evening phone numbers, country of citizenship, veterans' preference, if applicable, reinstatement

eligibility, and highest Federal civilian grade held;

High school - name, city and state, date of diploma or GED;

Colleges and universities - name, city, and state, major, type and year of any degrees received;

Job title, duties and accomplishments; employer's name and address, supervisor's name and phone number, hours per week, salary; do not incorporate or attach position descriptions;

Indicate whether we may contact your current supervisor; and

Job-related training courses, job-related licenses and certificates, job-related honors, awards, and special achievements.

OTHER DOCUMENTS REQUIRED IN ADDITION TO THE APPLICATION FORM:

- Current performance appraisal dated within the last 18 months, if currently employed in the Federal Government.
- SF-50 (Notification of Personnel Action) showing competitive status, if applicable.
- Documentation showing proof of eligibility as a surplus or displaced employee.

Handicapped applicants, disabled veterans, and VRA's or any others eligible for a noncompetitive appointment under special appointing authorities must clearly specify this eligibility on their application and attach documentation.

As stated on page 3, if you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. Those who have special selection priority rights under the Agency Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP) must be well qualified to receive special consideration. CTAP and ICTAP eligibles will be considered well-qualified if they receive a score of 90 or above. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a 'Notice of Personnel Action' (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent performance appraisal and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must attach an SF-15, 'Application for 10-Point Veterans' Preference' plus the proof required by that form.

If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc.

Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

It is the responsibility of the applicant to insure that his/her application is complete. The personnel office will not be responsible for soliciting additional information from applicants.

If you are claiming veterans' preference or eligibility for VRA or VEOA, provide basic eligibility information in your cover letter. You will be contacted to request submission of the DD-214 and, if disabled, an SF-15 with letter from the Department of Veterans Affairs. Tentative five-point preference will be granted to Veterans initially. Full preference will be granted upon receipt of your paperwork.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) and a copy of your most recent Performance Appraisal.

Contact Information:

Cecelia Barksdale
Phone: 202-712-4189
Fax: 202-216-3392
Internet: cbarksdale@usaid.gov

Or write:
U.S. Agency for International Development
1300 Pennsylvania Ave., N.W.
IG/M/PS, Room 8.7
Washington, DC 20523-8700
US
Fax: 202-216-3392

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

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Send Mail

Send Mail to:

U.S. Agency for International
Development
1300 Pennsylvania Ave., N.W.
IG/M/PS, Room 8.7
Washington, DC 20523-8700
US
Fax: 202-216-3392



Questions?

For questions about this job:

Cecelia Barksdale
Phone: 202-712-4189
Fax: 202-216-3392
Internet: cbarksdale@usaid.gov